

**CALIFORNIA COMMISSION ON DISABILITY ACCESS
EXECUTIVE COMMITTEE
MEETING MINUTES**

June 17, 2015

1. CALL TO ORDER

Chair Guy Leemhuis welcomed everyone and called the meeting of the Executive Committee of the California Commission on Disability Access (CCDA or Commission) to order at 1:30 p.m. at the Department of Rehabilitation, 721 Capitol Mall, Room 169, 1st Floor, Sacramento, California 95814.

The off-site meeting location for teleconference was the City of Los Angeles Department on Disability, 201 North Figueroa Street, Suite 100, Los Angeles, California 90012.

Chair Leemhuis reviewed the meeting protocols.

ROLL CALL

Commissioners Present:

Guy Leemhuis, Chair
Steve Dolim, Vice Chair
Michael Paravagna
Betty Wilson

Staff Present:

Angela Jemmott, Executive Director
Addison Embry, Program Analyst
Brandon Estes, Program Analyst

Other Commissioners Present:

Celia McGuinness

Also Present:

Ed Flores, Disability Consultant Training Officer, Department of Rehabilitation

Staff Member Estes called the roll and confirmed the presence of a quorum.

2. APPROVAL OF MEETING MINUTES (May 13, 2015) – ACTION

MOTION: Commissioner Dolim moved to approve the May 13, 2015, California Commission on Disability Access Executive Committee Meeting Minutes as presented. Commissioner Paravagna seconded. Motion carried unanimously.

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3. COMMENTS FROM THE PUBLIC ON ISSUES NOT ON THIS AGENDA

There were no questions or comments from the public.

4. OUTSTANDING ACTION ITEMS FROM PREVIOUS MEETING - UPDATE

a. Chair Leemhuis to Appoint Vice Chairs to the Committees

Chair Leemhuis stated he will invite the following individuals to serve as Committee vice chairs from July 2015 to July 2016:

- Lillibeth Navarro Education and Outreach Standing Committee
- Doug Wiele Legislative Standing Committee
- Chris Downey Data Collection (hereinafter Research) Standing Committee

Chair Leemhuis stated he will invite Laurie Cohen Yoo to serve as chair of the Research Committee.

No vice chair will be appointed to the Checklist Ad Hoc Committee.

b. Draft Legislation Language

Chair Leemhuis stated he is near completion of the pledge for the 25th Anniversary of the Americans with Disabilities Act (ADA) for the kickoff event on June 24th. By the anniversary date of June 25th, the Commission will have a Facebook page to continue the high-visibility pledge campaign.

c. Disabled Placard Abuse Speaker Invitations

Executive Director Jemmott stated staff has secured representation from the Department of Motor Vehicles (DMV) to participate in the upcoming full Commission meeting and will continue to seek a contact person from the Department of Justice (DOJ).

Action Items

- Staff is to explore the access, communication, and legal requirements associated with posting the pledge campaign on Facebook.
- Staff is to invite a representative from the DOJ to present at the next full Commission meeting.

5. COMMITTEE UPDATES

a. Education and Outreach

Commissioner Betty Wilson, the chair of the Education and Outreach Committee (E&O), stated the Committee has been actively involved in developing the June 24th media event hosted by the city of San Francisco. She recognized Commissioner Downey for his leadership and work in coordinating this event.

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Commission Dolim asked for a copy of the draft agenda for the event. Commissioner Wilson stated she has requested that staff provide the agenda to all Commissioners prior to the event.

b. Checklist

Commissioner Steve Dolim, the chair of the Checklist Committee, stated the checklist has been completed and is in production with a target printing date of Friday to be ready to distribute at the June 24th San Francisco event.

Commissioner Dolim suggested sending the draft checklist, signed by Chair Leemhuis, to all Commissioners, departments, and Committee Members thanking them for their contribution in this process, and perhaps a placard of appreciation.

Executive Director Jemmott stated there was a suggestion to ask the governor to endorse the checklist. The governor's office is amenable and has asked the Commission to send it to them for his signature. She asked Commissioner Dolim to draft a letter for the governor to sign.

c. Legislative

Commissioner Michael Paravagna, the chair of the Legislative Committee, reported on the following:

Priority Setting

- The Committee determined to concentrate on Strategic Plan Goals 4, 5, and 6

Discussion with the Governor's Office

- The proper procedures
 - Explored protocols and tones with which the Committee can move forward with its work
- The role of the CCDA
 - It is advisory in nature and is a body in which research is conducted and facts can be solicited from or offered to the Legislature or governor's office that present a balanced picture of issues
- The financial issues of the CCDA
- The protocols of facilitation
 - To create dialogue between groups with differing opinions
 - To identify potential solutions that all parties can agree with

The governor's office suggested reaching out to other organizations to solicit input on this issue. Commissioner Paravagna met with the director and chief deputy director of the Department of Rehabilitation (DOR) for their input.

Action Items

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- Staff is to provide the agendas for events to Commissioners
- Commissioner Dolim is to draft a letter regarding the completed checklist for the governor to sign.

6. REPORT BY EXECUTIVE DIRECTOR - UPDATES AND DISCUSSION

a. CCDA Staffing

- New Hire and Vacancy
 - Office Technician position interviews have been scheduled
 - Vacancy in volunteer area
- Training
 - Staff has been attending trainings for the new wave two state financial system coming in July, and other training classes

b. Projects

- Outreach Efforts
 - June 24th event in San Francisco
 - DOR's project for the ADA 25th Anniversary meetings
 - Legislative office meetings
 - The Asians and Pacific Islanders with Disabilities of California (APIDC), located in Long Beach, has volunteered to assist during the August 13th event in Long Beach

c. Year-End Reporting

Executive Director Jemmott stated the budget is fully expended for this fiscal year.

Chair Leemhuis suggested making a separate line item to track what is needed and what has been used.

Commissioner Dolim asked where the fundraising and the expenses for the event in Los Angeles are listed in the financial statements. Commissioner Wilson stated the donations came as a response to outreach.

Commissioner Dolim asked if the Commission is responsible for the accounting of donations and if there needs to be a line item for them.

Chair Leemhuis stated the breakdown was listed in the financial statements at the time of the event. There will be a section created within an existing line item for donations and event expenses.

Executive Director Jemmott agreed that the donation and expenses incurred during the Los Angeles event should have been included in the yearend financial statements. She stated she will update the report.

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Commissioner Dolim asked if there is a system put in place of yearend recognition for individuals, businesses, and organizations that make donations to the CCDA.

Chair Leemhuis agreed with the recognition and stated the certificate or other type of recognition should include, along with the governor's signature, the signatures of the executive director and chair. He suggested taking photos of individuals receiving the certificates and then sending the photos to the recipients. He requested that staff look into adding in a separate budget for donations and events.

Chair Leemhuis asked staff to research GoFundMe, Razoo, and other ways to generate small online donations.

Action Items

- Staff is to look into adding a separate budget for donations and events.
- Staff is to look into making a separate line item to track what is needed and what has been used.
- Staff is to research GoFundMe, Razoo, and others.

7. CCDA "PLAN CHECKER" ACCESSIBILITY CHECKLIST

Chair Leemhuis stated Gary Layman, the Chief Building Official for the city of Oroville, requested that the CCDA put together an accessibility checklist for plan checkers. Mr. Layman submitted his checklist draft to staff.

Commissioner Dolim stated the checklist the Commission will soon launch is intended for professional building inspectors out in the field and is a reminder list for them about accessibility issues. He stated Mr. Layman suggested there is a whole other support facet in building departments that is not performed by the field inspector, but is performed back in the office by plan checkers. Mr. Layman suggested a tickler plan checker accessibility checklist.

Commissioner Paravagna asked about available staff time for additional projects. Commissioner Dolim stated the field inspector checklist took effort in time and commitment, but, once the concept was determined, it became easier to put into place. Mr. Layman and CALBO have already done the groundwork on the plan checker checklist.

Chair Leemhuis suggested sending the field inspector checklist out for feedback on its use and efficacy before beginning a new project.

Commissioner Dolim asked if the CCDA website has a feature to monitor how many times the checklist has been downloaded. Executive Director Jemmott stated it does not.

Commissioner Dolim asked how the success of the checklist will be tracked without that monitoring component. Chair Leemhuis asked staff to work with the IT Department to

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research tracking the number of times the strategic plan and the checklist are downloaded, and the number of times the Top Ten page is viewed.

Chair Leemhuis suggested launching a CCDA Facebook page because it encourages posting and dialogue. He recommended using it to advertise Commission meetings and events.

Commissioner Paravagna stated the need to give Mr. Layman the timeframe for beginning work on the plan checker checklist. Commissioner Dolim stated the importance of Commission collaborating with CALBO on the plan checker checklist and appointing a person to attend the plan checker checklist meetings until the CCDA can focus on it.

Chair Leemhuis agreed with being a part of the plan checker checklist, but cautioned against having tunnel vision and producing only checklists and not thinking of the broader strategic plan. Research and the CCDA website will take more of staff's time in the near future. He asked if Commissioner Dolim would be available to attend CALBO meetings as a representative of the CCDA and participate in the development of the plan checker checklist.

Action Items

- Staff is to work with the IT Department to launch a CCDA Facebook page, and research tracking the number of times the strategic plan and the checklist are downloaded, and the number of times the Top Ten page is viewed.

8. CCDA BILL TRACKING

Executive Director Jemmott reported on the following:

- AB 52 (Gray D)
 - This bill is now a two-year bill
- AB 54 (Olsen R)
 - Pulled by request of the author because it needs more work
- AB 1521 (Committee on Judiciary)
 - Staff has a pending meeting at the end of the month to discuss this bill
- AB 1342 (Steinorth R)
 - Staff has a pending meeting with the governor's office and the Department of Finance (DOF) to talk about the issue in this bill and the Commission budget
- SB 67 (Galgiani D)
 - This bill is now a two-year bill
- SB 251 (Roth D)
 - Staff has a pending meeting at the end of the month to discuss this bill

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- SB 624 (Anderson R)
 - This bill is now a two-year bill

Action Items

- No action items.

9. FUTURE AGENDA ITEMS

Chair Leemhuis stated he planned to meet with staff in July. He suggested having a working day where Commissioners can list what has been done so far in each area of the strategic plan. He asked staff to begin work on that now. He requested a draft be presented at the July full Commission meeting so Commissioners will know what has been done so far and what needs to be done over the next six months so informed discussions can be made.

Commissioner Paravagna suggested a summary of how the Commission is meeting the goals and objectives of the strategic plan be a part of every agenda.

Action Items

- Staff is to begin listing what has been done so far in each area of the strategic plan to be presented at the July full Commission meeting.

10. ADJOURN

Chair Leemhuis adjourned the meeting at 3:30 p.m.